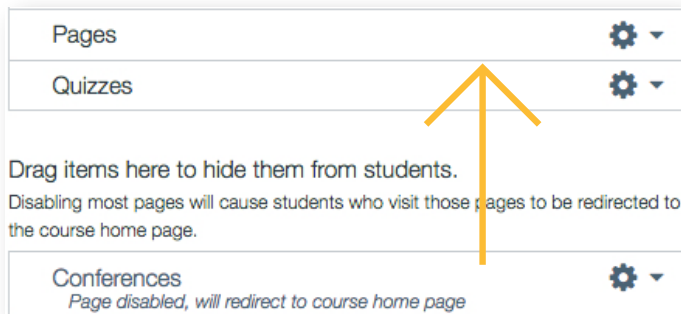




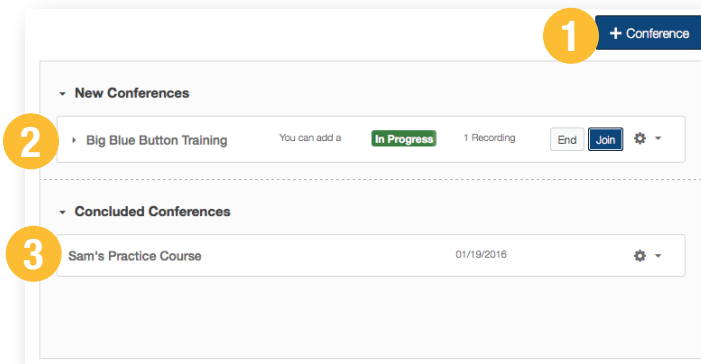
BigBlueButton Quickstart Guide

BigBlueButton (BBB)

Is the synchronous videoconferencing web tool UNC will use for Online presentations and virtual classrooms. You can access Big Blue Button in your Canvas course under the “Conference” menu. If you do not see the menu, go to your course **Settings** > **Navigation**, and click and drag Conferences to your active menu section.



Once you open the Conference menu, you can create conferences or join conferences that were created previously. It is important to remember that if you are interested in recording a session, you will have to “END” the session to trigger BBB to create a recording. Recording may take a few hours to process.



1. Use the **+ Conference** to create new conferences for students. You can use different names for each conference, a timer and allow recording of the session. Pay close attention to the settings before creating one.

2. In this section you can “Join” or “End” conferences.

3. In this section you will access your previously recorded conferences.

Required Plug-ins

To use all the features of BBB, it's required that you download the necessary plug-ins for your computer. BBB will suggest if you need to stay updated with the latest version of the plug-in.

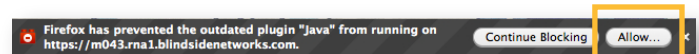


Adobe Flash

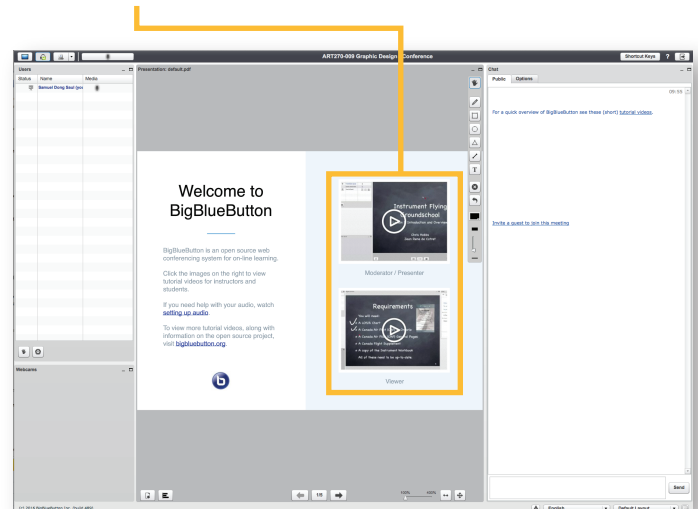


Java

It is important to consider that not all browsers work with BBB (Chrome does not work properly). Firefox is the preferred browser to use for both Mac and Window computers. Make sure to always allow Flash and Java to be activated before starting a conference.



If you still feel you need more assistance, BBB gives you assistance every time you open a conference. Make sure to open the video guides to find out how it works.



To find out more about BBB, please visit:

unco.edu/canvas